

Workplace Development - Lesson 5: Avoid Common Downsides

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11:38 AM

Objective:

You will identify common productivity problems and determine your weakness and how it can become your strength.

Write about a weakness that you can turn into a strength. Print and turn in.

Resources:

www.gcflearnfree.org, www.wikispaces.com
Google docs or MS Word

Introduction:

Do you consider yourself a productive person? Do you get your work done, well and in an appropriate amount of time?

Take the Productivity Quiz in Lesson 5, Page 2 to determine your weakness and how you can turn it into a strength!

Task	Pnt Value	Time	Description
Productivity Quiz	10	15 min.	Take the short quiz, what recommendations do they make? How can you make it positive and productive?
Weakness=Strength	20	30 min.	What is one of your weaknesses, that could become a strength? How will you make this happen?